

University of Aberdeen Business School

Athena SWAN Committee

Draft Minutes of the Meeting held on 28 July 2020, 1030am on Microsoft Teams

Present: Angela Black, Pam Cumming (Clerk), Cheryl Dowie (Chair), Nathalie Kemp, Nan Liu, Martin Meyer,

Apologies: Maria Cascio, Shamima Haque, Sola Kasim, Ashley Lim and Mark Whittington

		Actions						
1.	<p>Minutes of Previous Meeting and Matters Arising. RT has gone on maternity leave, MC has been invited to future meetings though does not envisage she will be attending them all.</p> <p>Open Day will be online and Claire has adjusted staff diaries accordingly.</p> <p>MW and CD have spoken with Jennifer Duthie and provided support for the sessions below. Students are on board.</p> <table border="1" data-bbox="236 952 1212 1989"> <tbody> <tr> <td data-bbox="236 952 566 1384"> <p>Session 1, Monday 10th August, 14.00 – 15.00</p> </td> <td data-bbox="566 952 1212 1384"> <p>Learning from students -Students will share their individual experiences of studying and learning in a different country (Scotland). You will hear about the challenges faced by overseas students in terms of adapting to a new education system and learning culture.</p> <p>Students will tell us about the support and information they needed to overcome these challenges and progress their learning on their programmes.</p> </td> </tr> <tr> <td data-bbox="236 1384 566 1848"> <p>Session 2, Thursday 13th August, 14.00 – 15.00</p> </td> <td data-bbox="566 1384 1212 1848"> <p>Staff experiences University of Aberdeen colleagues will share their own experiences of learning, working and teaching in new countries and cultures.</p> <p>Staff will also share the challenges they encounter in supporting learning for students from diverse ethnic, cultural and educational backgrounds.</p> <p>Where relevant, any particular implications of moving courses/parts of course online will be explored/commented upon.</p> </td> </tr> <tr> <td data-bbox="236 1848 566 1989"> <p>Session 3, Friday 14th August, 11.00 – 12.00</p> </td> <td data-bbox="566 1848 1212 1989"> <p>Sharing good practice in supporting learning for students from diverse ethnic, cultural and educational backgrounds.</p> </td> </tr> </tbody> </table>	<p>Session 1, Monday 10th August, 14.00 – 15.00</p>	<p>Learning from students -Students will share their individual experiences of studying and learning in a different country (Scotland). You will hear about the challenges faced by overseas students in terms of adapting to a new education system and learning culture.</p> <p>Students will tell us about the support and information they needed to overcome these challenges and progress their learning on their programmes.</p>	<p>Session 2, Thursday 13th August, 14.00 – 15.00</p>	<p>Staff experiences University of Aberdeen colleagues will share their own experiences of learning, working and teaching in new countries and cultures.</p> <p>Staff will also share the challenges they encounter in supporting learning for students from diverse ethnic, cultural and educational backgrounds.</p> <p>Where relevant, any particular implications of moving courses/parts of course online will be explored/commented upon.</p>	<p>Session 3, Friday 14th August, 11.00 – 12.00</p>	<p>Sharing good practice in supporting learning for students from diverse ethnic, cultural and educational backgrounds.</p>	<p>Sessions to be advertised in minutes and on Teams (PC)</p>
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	<p>Examples of good, inclusive and supportive working/teaching practice will be shared by colleagues across the University.</p> <p>Where relevant, any particular implications of moving courses/parts of course online will be explored/commented upon.</p>	
<p>It is planned to record the above sessions to support staff training in the future. We are hoping that teaching staff will attend all three sessions. However, if this is not possible you are welcome to attend 1-3 sessions. Please register your place via the course booking system here or contact cad@abdn.ac.uk.</p>		
<p>2.</p>	<p>Business School E&D/AS Structure MM to meet with CD and MW to discuss the Committee name/and support. Action: MW and CD to chat with MM</p>	<p>Action: MW and CD to chat with MM</p>
<p>3.</p>	<p>Formation of Sub Committees CD informed the group that the formation of sub committees is nearly there, there's been a few suggested changes. PC has spoken with admin staff about being on board, CD to speak yet with a couple of academics. Once agreement is made details will be publicised round the group with the intention that groups have met and can report to the meeting on 25th August. There is some uncertainty about what discussions will be until a survey has taken place. It was agreed that groups could discuss roles within their groups, and aim to look at the previous survey with a view to editing it to take into account a further year, perhaps include questions relating to Covid.</p> <p>MW and PC have met already to discuss their sub group, however it was soon clear further information was required. There was a subsequent meeting of MW, CD/PJS and Keith Bender. KB sent in a number of documents which CD and MW will look at and publicise what is relevant in order not to overwhelm everyone.</p> <p>AB queried (with regards to career progression) whether staff involved with the workload model should be included with the sub-group on career progression, or whether Athena SWAN team should input into the Workload Model. MM has no objections and is open to this suggestion, but is hoping to speak with HR. This can be discussed further with MM/MW/CD on 10th August. Need institutional guidance.</p> <p>It was agreed NL could invite a student to her flexible learning group, and students would be invited onto panels going forward in the new academic year.</p> <p>A topic for discussion in a group is that the Promotions committee stopped, and perhaps the impact on that. It was agreed to look at past survey, and bring ideas on how to improve/update it to meeting at the end of August.</p>	<p>Workload model to be taken into consideration with discussion of MW/MM/CD on 10 August</p>
<p>4.</p>	<p>Schools PC has put up a document on the AS Teams for the group to comment/feedback their preferences.</p>	<p>Committee to look at the document on Teams and</p>

		feedback to PJC.
5.	<p>E&D Events including international events celebrating nationality/ethnic origin</p> <p>AB recognised the difficulty of having an event 'in person' and suggested an online event with influential women in leadership eg Karen Munford, Carol Alexander, and someone else to be identified, having talks and panel questions. This suggestion was well received. Using School societies for events would also well received.</p> <p>Action: CD and AB to have a further discussion.</p> <p>SK was to produce a paper for this meeting but is on leave. It was agreed to await SK's paper before deciding on taking event planning further.</p>	<p>AB/CD to discuss women in leadership event.</p> <p>SK to supply paper agreed at previous meeting.</p>
6.	<p>Newsletter</p> <p>Aiming to have a newsletter soon into the new academic year. Topics will be discussed mid August.</p>	Group to send ideas to PC.
7	<p>Survey/Focus Groups</p> <p>As discussed previously Sub committees to think about areas we can get people's views in our next survey.</p>	
8	AOCB	
9	Date of Next Meeting: 11 August 2020, 2pm	